

# FLATHEAD COUNTY



## ROAD NAMING AND SITE ADDRESSING RESOLUTION

**ENDORSED BY:**

Flathead Emergency Communications Center  
Flathead County Office of Emergency Services  
Flathead County EMS

Rural Fire Districts:

Badrock	Ferndale
Bigfork	Hungry Horse
Big Mountain	Marion
Blankenship	Martin City
Columbia Falls	Olney
Coram/West Glacier	Smith Valley
Creston	Somers/Lakeside
Essex	South Kalispell
Evergreen	West Valley

**ADOPTED SEPTEMBER, 2007**

Board of County Commissioners  
Flathead County

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RESOLUTION NO. 1626A

**A RESOLUTION  
REPLACING RESOLUTION 1626 AND  
CREATING A ROAD NAMING  
AND SITE ADDRESSING SYSTEM**

WHEREAS, the Flathead County Clerk & Recorder's Office is the County Office authorized to assign and change road names and addresses as part of administering roads within Flathead County; and

WHEREAS, Resolution 1626, which contains Flathead County's addressing and road naming procedures, is outdated and in need of revisions; and

WHEREAS, Flathead County has determined that it is in the best interest of the citizens of Flathead County to update Resolution 1626 address regulations in order to ensure that road names and addresses are unique and consistent and that signage for road names and addresses are uniform and visible;

WHEREAS, the purpose of this Resolution is to enhance easy and rapid location of structures by law enforcement, fire protection services, search and rescue, and emergency medical services to protect public health and safety of all persons living, working or visiting in Flathead County; and

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Flathead County, Montana that Resolution No. 1626 adopted on the 23<sup>rd</sup> day of June, 2003 is hereby discontinued and replaced with the following:

## **Article I. INTRODUCTION**

### ***Section 1.01 Title***

This Resolution shall be known and may be cited as the Road Naming and Site Addressing System Resolution for Flathead County, Montana.

### ***Section 1.02 Purpose and Intent***

This Resolution is enacted for the purpose of establishing and maintaining policies and procedures in order to:

- A. Provide property owners, emergency service providers, the general public, and Flathead County with an accurate and systematic means of identifying and locating property.
- B. Assist in the proper delivery of mail, packages, utilities, and other services.
- C. Assign address numbers to new addressable structures or units, assign address numbers to existing addressable structures or units that currently do not have a physical address, assign address numbers to newly created lots, assign address numbers to vacant land, modify address numbers on existing addressable structures or units when necessary, name new roads, name existing roads without a name, rename existing roads when necessary in order to provide for efficient public services, and acquire sufficient mapping to manage the Road Naming and Site Addressing System.
- D. Govern the display of property address numbers and provide for accurate road name signage, installation, and maintenance thereof.

### ***Section 1.03 Applicability***

This Resolution shall apply to each lot, parcel, tract of land, and all structures thereon, within unincorporated Flathead County, excluding all federally and state owned lands.

## ***Section 1.04 Definitions***

*Address Coordinator:* The person designated by the Flathead County Clerk and Recorder to administer the Flathead County Road Naming and Site Addressing System.

*Address Number:* The numeric designation for an addressable structure or unit. (e.g. if 101 Main St. is the physical address, 101 is the address number)

*Addressable Structure or Unit:* Generally, the habitable or occupied structure(s) on a lot, parcel, or tract, but may also include other structures as determined necessary by the Address Coordinator. More than one structure can be considered addressable per lot, parcel, or tract.

*Arterial Road:* The roadway system serving as the principal network for through traffic flow. Arterial roads connect areas of principal traffic generation and important highways.

*Collector Road:* Collector roads serve the dual functions of distributing traffic between local roads and arterial roads and provide primary access to subdivisions and other abutting properties.

*Cul-de-sac:* A vehicular turnaround area at the end of a dead-end street provided for the purpose of safe and convenient reverse of traffic in one continuous forward movement.

*Direction:* The geographic orientation of a named road segment (either east-west or north-south).

*Directional:* The portion of an address that consists of any combination of the cardinal directions of North, South, East, or West.

*Driveway:* A vehicular traveled way providing access to two or less properties, dwelling units, or business structures.

*Grid Addressing:* A block-numbering system with defined meridian and base streets, such as Main Street and Center Avenue. Most commonly used with a linear network of streets intersecting at right-angles.

*Homonym:* Road names that have identical or phonetically similar names.

*Interval Addressing:* A distance-based numbering system used to consecutively assign property numbers along a street centerline. Addresses are subsequently assigned using the property location relative to the street centerline numbering and the side of the road the property is along.

*Local Road:* Roadways used for direct access to residential, commercial or industrial lots, or other abutting properties in areas of lower traffic volumes at low speeds.

*Mailing Address:* The address to which mail from the U.S. Postal Service is sent.

*Physical Address:* The combination of number, directional (if applicable), road name, road name suffix, and unit designation (if applicable) as assigned by Flathead County. Same as *site address*.

*Primary Access:* A road or driveway used as the primary means of vehicular access to an addressable structure.

*Primary Name:* The portion of a road name excluding any directional prefix, and suffix.

*Private Road:* Any road not included in the definition of a public road, herein.

*Public Road:* Any road included in a right-of-way deeded, declared, or dedicated to the public.

*Road of Local Interest:* Any public roadway not classified as an arterial road.

*Road of Regional Significance:* Any public roadway classified as an arterial road.

*Road:* Any public or private highway, road, street, avenue, lane, shared driveway, or similar paved, gravel, or dirt vehicular traveled way.

*Road Name Suffix:* Suffix used to indicate the road type, such as Avenue, Lane, or Road.

*Site Address:* Same as physical address described above.

## **Article II. ROAD NAMING**

### **Section 2.01 General**

- A. New roads shall be assigned a road name.
- B. Existing roads without a name shall be assigned a road name.
- C. Existing roads not complying with this Resolution shall be renamed when necessary.
- D. The Address Coordinator shall be responsible to assign or modify road names according to procedures specified herein.
- E. The Address Coordinator shall communicate all changes pertaining to road names to the Flathead Emergency Communications Center and the United States Postal Service. An inventory of current addresses shall be maintained on the County GIS and made available to the public.

**Comment [PJW1]:** I will continue to communicate changes to all agencies who request to be notified. I am avoiding listing more than the two stated here because we maintain that it is the owner/tenant responsibility to notify others of their changed address.

### **Section 2.02 Roads Requiring Names**

All roads within the county which are ¼ mile or longer in length or which serve three (3) or more properties, dwelling units, or business structures shall be named, have road name signs, and have address ranges calculated regardless of whether they are new or existing, public or private.

**Comment [PJW2]:** This section is the critical requirement for when an access way needs to be named. This is the "definition" of a "road-to-be-named".



### ***Section 2.03 Right to Use Roads***

A road name assigned by the county to any road shall not constitute or imply jurisdiction, ownership, right of use, guarantee of access, or acceptance into the County Road Maintenance Program.

### ***Section 2.04 Road Geometric Guidelines***

- A. Roads to be named shall be accessed by roads that are already named. If not, the preceding road(s) will need to be named concurrently.
- B. A named road should be essentially continuous, without gaps.
- C. If a road has a branch or branches, separate names shall be used for the minor branch(es). The branch to retain the name shall be determined by the Address Coordinator, upon consideration of traffic volumes, surface type, angle of deflection and other relevant factors.
- D. Each road shall have the same name throughout its entire length, except that a road name may change when, and only when, there is a substantial intersection or at municipal boundaries.

### ***Section 2.05 Road Name Guidelines***

#### **A. NEW ROAD NAMES**

- 1. A proposed new road name which duplicates an existing or reserved road name (singular or plural form) in Flathead County or the cities within the County shall not be approved. An exception is allowed for cul-de-sacs which have the same name as the road from which they originate (example: "Clark Court" which originates from "Clark Drive"). For roads that originate within 25 miles of an adjacent county, a proposed new road name shall not be approved in the event it duplicates an existing or reserved road name within a 25 mile interior boundary of the adjacent county. For existing roads requiring renaming, these road name

duplication guidelines are reduced such that road names shall not be duplicated within the limits of established USPS post office name boundaries (i.e. USPS city name).

2. Road names are limited to three (3) words not including the road name suffix.
3. A road name shall not exceed more than twenty (20) characters including spaces and the road name suffix abbreviation.
4. A road name shall not include numbers, dashes, apostrophes, or other non-alphabetical characters.
5. Because North, South, East and West are directional features of the addressing system and lead to confusing addresses if included as part of the name, cardinal directions shall not be part of any road name (e.g. Westview Road or Southpoint Dr are not acceptable).
6. Articles (the, a, an) shall not be used to begin road names.
7. Road names cannot contain initials, abbreviations, or single-letters.
8. First names cannot be used for a road name or in part of a road name.
9. All road names shall be simple to pronounce and spelled according to a standard dictionary.
10. Road names cannot duplicate map features or directional descriptions (example: "Dirt Road", "Tennis Court", "Up the Creek Rd")
11. Usage of names derived from community names or geographic features shall be limited to locations in close proximity to such communities or geographic features.
12. No proposed road name shall be approved which begins with a word that appears as the first word in five or more official road names.

13. No proposed name shall be accepted which is a homonym of an official road name or may be easily confused with an official road name (example: "Bell" and "Belle", or "Peach" and "Beach")
14. Road names shall not include obscene, racial, or derogatory terms.
15. Road names shall not use corporate trade names unless coincidental.
16. The primary name portion of a road name shall not be abbreviated (e.g. Mount Charleston Dr., not Mt. Charleston Dr.)
17. Where a proposed road is a continuation of, or in alignment with, an approved road, it shall utilize the same road name as the approved road. A new road name shall be required if the proposed road is disconnected from the centerline of the existing road by an offset greater than sixty (60) feet.
18. Road names should be consistent and singular for any particular road. The road name adopted by Flathead County for roads within its jurisdiction shall be the officially recognized road name.

## **B. ADDITIONAL ROAD NAME GUIDELINES FOR RENAMING ROADS**

In addition to the standards listed in Section 2.05.A, the following standards also apply when existing roads are renamed:

1. Historically significant road names shall be retained where feasible. The desire to maintain these road names to commemorate local history will be balanced with the ultimate goal of making road names easy to use by citizens, visitors, and service providers.
2. If two existing roads have duplicate names or road geometrics do not conform to this Resolution such that one road name must be changed, the first road to use the name shall retain that name. If it cannot be

determined or verified which road used the name first, the road with fewer addressable structures or units shall be renamed.

## ***Section 2.06 Guidelines for Road Name Suffixes***

Road name suffixes should be consistent with the roadway's expected traffic use, width of right-of-way and physical design/location.

### **FLATHEAD COUNTY APPROVED ROAD NAME SUFFIXES**

Avenue (AVE)	Urban street. In established street grids, must conform to the compass pattern for that community.
Boulevard (BLVD)	A broad two way street with a landscaped center divider.
Circle (CIR)	A road which returns to itself. When designing new roadways, large circles are discouraged, due to the difficulty in determining which route provides the most direct path to a location during emergency response.
Court (CT)	Any cul-de-sac with a circle at one end, and less than 1000 feet in length. This suffix should be avoided if there is the possibility that the road could be extended, thereby requiring that it be renamed.
Drive (DR)	A curvilinear street.
Lane (LN)	A minor, narrow street.
Loop (LOOP)	A road which begins and ends on the same road. When designing new roadways, this layout is discouraged, particularly in situations where confusion may arise to emergency responders due to the existence of intersections of duplicate name.

Parkway (PKWY)	A thoroughfare designated as a collector or arterial, with a median reflecting the parkway character implied in the name.
Place (PL)	Permanently dead-end street or short through street.
Road (RD)	Generally an arterial or collector road connecting to the primary system.
Street (ST)	Urban street. In established street grids, must conform to the compass pattern for that community.
Terrace (TER)	Generally, a minor road.
Trail (TRL)	Generally, a minor road.
Way (WAY)	Generally, a minor road.

## ***Section 2.07 Road Naming Process***

### **A. GENERAL**

Roads may only be named using any of the procedures specified in this Section.

For the purpose of this Section:

- An “eligible property” is a parcel of land crossed by, or within fifty-feet of the centerline of the physical location of the road to be named or whose primary access originates from the road to be named and said access does not meet the requirements to be named or is already named. For property-owner initiated road naming or renaming, the number of eligible properties is determined on the date the petition is received by the Address Coordinator. For county initiated road naming or renaming, the number of eligible properties is determined on the date of initiation by the Address Coordinator.
- An “eligible owner” is a person, corporation, or entity holding title to an eligible property.

- A “signature” is an original ink signature of any person who holds a record title interest and is an eligible owner.
- A signature by an eligible owner may be changed only in writing by said owner prior to a road name decision by the Address Coordinator.

#### B. ROAD NAME RESERVATION PROCESS

Road names may be reserved by request to the Address Coordinator. Names shall be reserved for a period of one year from the request date unless the reserved name is withdrawn by the applicant prior to that date. Names approved on a preliminary plat shall be reserved for the life of the preliminary plat and shall be shown on the final plat. Name reservations shall be voided in the event the road name has not been adopted prior to the reservation period expiration or preliminary plat approval expiration.

#### C. ROAD NAMING DURING LAND DIVISION

1. This process of naming roads shall be limited to the eligible owners (or their authorized agents) associated with the proposed road to be named.
2. No final subdivision plat which wholly contains a road required to be named shall be recorded unless the following requirements have been met:
  - a. All road names shall be approved by the Address Coordinator and shown on the face of the plat. Upon recordation, the roads are officially named as shown thereon.
  - b. The installation of any road name signs required pursuant to Section 3.01 by the land divider or developer shall be completed as part of an improvement agreement with Flathead County.
3. An owner or their designee may contact the Address Coordinator prior to plan check submission to determine the viability of proposed names.

4. Proposed road names shall appear on all final subdivision plats when the road is required to be named as provided in Section 2.02 and the road is completely contained within the land to be divided or adjusted. In the event the road to be named is not completely contained within the land to be divided the road required to be named shall be named as provided in this section and Section 2.07.D.1 or Section 2.07.E.1 by the Address Coordinator.

#### D. PROPERTY-OWNER INITIATED ROAD NAMING

##### *1. Processing Requests for Property Owner-Initiated Naming of Unnamed Roads:*

Any property owner may initiate a request to name an existing unnamed road for a public or private road that provides vehicular access to his/her property through the following procedures. This process of naming roads shall be limited to the eligible owners associated with the proposed road to be named.

- a. A contact person for all eligible petitioners must communicate with the Address Coordinator to request procedures and application materials for a road naming.
- b. The petition form shall state the road name and road name suffix proposed for adoption. This form shall be circulated to all eligible petitioners for consideration. Upon obtaining the signatures of eligible owners representing a majority (greater than fifty (50) percent) of all eligible properties in agreement of a common road name, the petition form shall be submitted to the Address Coordinator for processing. When determining the percentage of the eligible properties, each individual eligible property shall be included regardless of whether a signature was obtained for each property. Only a single signature is required for properties under common

ownership. The evaluation date for the signature tabulation is the date that the form is received by the Address Coordinator.

- c. Upon validating the signatures required to constitute a majority of all eligible properties, and that the proposed name is in accordance with the road naming requirements and the intent and purpose of this Resolution, the Address Coordinator shall approve the road name.
- d. If the form is not completed properly or if the proposed road name does not meet the road naming requirements and the intent and purpose of this Resolution, the Address Coordinator will notify the contact person that their request has been denied, list reason(s) for denial, if applicable, and provide information describing additional action required.
- e. If the location of the subject road is not yet field verified and digitized, the County GIS Department will map the road prior to acting on the petition.
- f. The Address Coordinator will mail a new site address notification letter to all property owners whose site address will be affected. The occupants of all structures that have received a new address must begin to use the new address for all purposes on the effective date of the new site address notification letter.
- g. Flathead County will be responsible for the manufacture, installation, and maintenance of road name sign(s) pursuant to Section 3.01.

*2. Processing Requests for Property Owner-Initiated Renaming of Existing Named Roads:*

Any property owner may initiate a change to an existing road name that is currently in compliance with this Resolution for a public or private road that provides vehicular access to his/her property through the



following procedures. This process of naming roads shall be limited to the eligible owners associated with the proposed road to be named.

- a. A contact person for all eligible petitioners must communicate with the Address Coordinator to request procedures and application materials for a road renaming.
- b. The petition form shall state the road name and road name suffix proposed for adoption. This form shall be circulated to all eligible petitioners for consideration. Upon obtaining the signatures of eligible owners representing the entirety (one-hundred percent) of all eligible properties in agreement of a common road name, the petition form shall be submitted to the Address Coordinator for processing. When determining the percentage of the eligible properties, each individual eligible property shall be included regardless of whether a signature was obtained for each property. Only a single signature is required for properties under common ownership. The evaluation date for the signature tabulation is the date that the form is received by the Address Coordinator.
- c. Upon validating the signatures required to constitute the entirety of all eligible properties, and that the proposed name is in accordance with the road naming requirements and the intent and purpose of this Resolution, the Address Coordinator shall approve the road name.
- d. If the form is not completed properly or if the proposed road name does not meet the road naming requirements and the intent and purpose of this Resolution, the Address Coordinator will notify the contact person that their request has been denied, list reason(s) for denial, if applicable, and provide information describing additional action required.

- e. If the location of the subject road is not yet field verified and digitized, the County GIS Department will map the road prior to acting on the petition.
- f. All eligible owners are responsible for the manufacture and installation of all required road name signs and the cost thereof.
- g. The Address Coordinator will mail a new site address notification letter to all property owners whose site address will be affected. The occupants of all structures that have received a new address must begin to use the new address for all purposes on the effective date of the new site address notification letter.
- h. Following the initial sign replacement, Flathead County will assume the on-going maintenance responsibility for the signs.

#### E. COUNTY INITIATED ROAD NAMING

##### *1. Processing of County-Initiated Naming or Renaming of Roads of Local Interest:*

The Address Coordinator shall balance the need to modify existing road names for compliance with this Resolution and postal standards with the desire to retain existing road names where possible. The Address Coordinator may conduct the naming of an unnamed road or the modification of an existing road name, through the following procedures. This process of naming roads shall be limited to the eligible owners associated with the proposed road to be named.

- a. An informational letter and ballot will be sent to eligible properties at the mailing address of record for each eligible property. In addition to several pre-approved road names listed on the ballot, those eligible owners choosing to participate can determine alternate valid candidate road name(s) by reviewing the name selection information available on the Flathead County Address Improvement Program

website, at the Flathead County Plat Room, or contacting the Address Coordinator directly.

- b. The informational letter will encourage affected property owners to hold a neighborhood meeting to try to reach consensus on one of the pre-approved road names listed on the ballot or on any valid candidate road names which may be elected by eligible petitioners as a “write-in” name.
- c. Using only the ballot form provided by the Address Coordinator, eligible owners choosing to participate shall return valid ballots to the Address Coordinator. A ballot will be considered valid only if it contains an eligible owner’s original ink signature, contains only one check-mark vote for a pre-approved name or only one “write-in” name that meets the road name guidelines of this Resolution, and is postmarked or received by the deadline specified on the ballot. In the event multiple acceptable ballots are received by different owners of the same property, only the first ballot reviewed by the Address Coordinator will be counted.
- d. Following the deadline, the Address Coordinator will determine the validity of ballots and tabulate the results. Of the valid ballots, the proposed name receiving the most votes will be approved. In the event of a tie vote, the name chosen by the Address Coordinator in a random drawing will be approved. In the event no valid ballots are received, the Address Coordinator shall select the road name from a random drawing of the pre-approved names provided on the ballot form.
- e. If the location of the subject road is not yet field verified and digitized, the County GIS Department will map the road prior to acting on the petition.

- f. The Address Coordinator will mail a new site address notification letter to all property owners whose site address will be affected. The occupants of all structures that have received a new address must begin to use the new address for all purposes on the effective date of the new site address notification letter.
- g. Flathead County will be responsible for the manufacture, installation, and maintenance of road name sign(s) pursuant to Section 3.01.

F. PROCESSING OF NAMING OR RENAMING OF ROADS OF REGIONAL SIGNIFICANCE

- 1. The Board of County Commissioners may name or rename a road of regional significance following a public hearing and consideration by the Board. The road shall be named or renamed by a Resolution of the Board. Notification of the public hearing shall be mailed by the Clerk & Recorder's Office to all eligible owners and by publication of a notice to name or rename the road in a newspaper of general local circulation for two consecutive Sundays.
- 2. If the location of the subject road is not yet field verified and digitized, the County GIS Department will map the road prior to consideration by the Board.
- 3. The Address Coordinator will mail a new site address notification letter to all property owners whose site address will be affected. The occupants of all structures that have received a new address must begin to use the new address for all purposes on the effective date of the new site address notification letter.

4. Flathead County will be responsible for the manufacture, installation, and maintenance of road name sign(s) pursuant to Section 3.01.

#### G. APPEALS

Only road naming or renaming decisions of the Address Coordinator may be appealed by the affected property owner, property owners as a group, or homeowners association to the Board of Commissioners (BOC). Appeals may be received at any time within 30 days of the date of the new site address notification letter.

All appeals must be submitted in writing to the Address Coordinator with specific details as to the nature of the appeal request. A public hearing will be scheduled according to availability and all eligible owners will be notified of the time and place of the public hearing. The Address Coordinator's decision shall be upheld by the BOC unless it is shown by a preponderance of evidence that the decision is inconsistent with or does not promote the intent and purpose of this Resolution.

In the event the Address Coordinator's decision is overruled by the BOC, and the road is named or renamed, it shall be done by a written Resolution of the Board that states findings of consistency with the intent and purpose of this Resolution. In the event the Address Coordinator's decision is overruled by the BOC, and the road is not named or properties are not renumbered, then the BOC must make written findings of consistency with the intent and purpose of this Resolution.

## Article III. ROAD NAME SIGNS

### ***Section 3.01 Responsibility for Placing and Maintaining Road Signs***

- A. Flathead County standard road name signs shall be required at all road intersections on private and public roads. These signs shall be displayed at all road intersections in Flathead County, excluding federally or state owned lands.
- B. All road name signs required by this Resolution shall be the property of Flathead County. No one shall willfully destroy or remove any such road name signs. Anyone doing so shall be subject to the penalties contained in law.
- C. The specifications for materials and installation for all road name signs must comply with the Flathead County Street Name Sign Standards which can be obtained from the Flathead County Road and Bridge Department.
- D. Road name signs shall be placed in the right-of-way when possible. The location of road name signs must not obscure intersection visibility. At any location where the typical placement of a sign interferes with a safe sight distance, an alternate location must be found.
- E. Only those road name signs assigned or approved by the Address Coordinator are allowed at roadway intersections. The County may remove any road name signs displaying unapproved road names or road name signs that do not comply with the Flathead County Street Name Sign Standards.

**Comment [PJW3]:** JIM MOHN: I have a separate draft Road Name Sign standards document for you to review and approve.

- F. The ongoing maintenance of road name signs on all roads shall be the responsibility of Flathead County, except in cases where it can be determined that a private homeowners or road association is responsible for maintenance.
- G. Flathead County standard road name signs for new roads and any unsigned intervening existing roads for all subdivisions approved by Flathead County, shall be installed and paid for by the developer, including all road name signs that must be changed or added between the location of the subdivision and the County road or State/Federal highway providing access to the subdivision.

## **Article IV. NUMBERING OF STRUCTURES OR UNITS**

### ***Section 4.01 General***

- A. The Address Coordinator shall be responsible to assign or modify address numbers. All numbers for properties and addressable structures shall be assigned by the Address Coordinator following the procedures and guidelines contained in this Resolution
- B. The street name and number assigned to each structure within the county shall be the official address of such structure, for all purposes. Numbers assigned by any other person or entity shall not be recognized or used for any purpose. The assignment of the address number is not subject to the property owners' approval.
- C. All new addressable structures or units shall be assigned a physical address. Numbers shall also be assigned to any location that can place outgoing phone calls through a conventional landline.
- D. Existing addressable structures or units that do not have a physical address shall be assigned a physical address.

- E. The physical address of existing addressable structures or units that have an inconsistent physical address shall be changed when necessary. The Address Coordinator may renumber or rescind numbers from existing non-conforming structures or properties
- F. Address numbers shall be displayed on every addressable structure, and at additional locations as specified in Article V.
- G. The Address Coordinator shall communicate all changes pertaining to address numbers or road names to the Flathead Emergency Communications Center and the United States Postal Service.

#### ***Section 4.02 Assignment of Numbers by Address Coordinator***

The Address Coordinator shall balance the need to modify existing address numbers for compliance with this Resolution and postal standards with the desire to retain existing address numbers where possible. The Address Coordinator may assign or modify an address number through the following procedures:

- A. The assignment of the address number shall be determined by either grid addressing or interval addressing. Where applicable the grid system shall be followed; however, if outside a grid system, the preferred addressing method is interval addressing.
- B. Numbers shall not be officially assigned to subdivisions until the plat has been submitted for review prior to recordation. Those certificates of survey or plats which contain small lots in direct opposition may be addressed by the Address Coordinator; however, the Address Coordinator may also chose to not address any lots where access is not specified with certainty to the satisfaction of the Address Coordinator. This is most likely to occur with large lots, reverse (thru) lots, or corner lots.
- C. For vacant land that has been previously divided, a physical address shall only be assigned after the property owner/developer has made a final

**Comment [PJW4]:** PLAT ROOM & PLANNING/ZONING: These are the circumstances that describe when a plat will be addressed prior to recordation.



determination of the driveway/access point and specified this location to the satisfaction of the Address Coordinator.

### ***Section 4.03 Uniform Numbering System Established***

All numbers shall be determined by the uniform numbering system hereby established. This uniform system shall utilize an equal-interval numbering system, or in some cases, a numbering grid system.

### ***Section 4.04 Numbering Grid Defined***

The Numbering Grid shall be based on the existing grids historically used within Flathead County. In no event shall the grid for any community be used to number locations outside of the current postal service zip code boundary for that community. The Address Coordinator shall evaluate the conformance with the existing grid to decide when to use the numbering grid for base numbering.

### ***Section 4.05 Numbering Procedures***

#### **A. Direction of Road Determined**

1. Before numbering along a named road may proceed, the direction of the road must be determined (east-west or north-south). The general direction of the road as it lies in relation to true north shall define the direction for numbering purposes.
2. Consideration may also be given to the type of development involved, the relationship of the road in question to other roads around it, and the pattern of address numbers that result.

#### **B. Number Range of Road Established**

1. In the event a numbering grid is included in the range selected by the Address Coordinator, the number range along a named road shall be established by the Address Coordinator in conformance with that grid.

2. When a non-gridded range is selected by the Address Coordinator, the number range along a named road shall be established by the Address Coordinator so that non-duplicate address ranges are maintained in the vicinity of the road to be numbered. In the event that the adjacent road naming and geometry is sufficiently unique, duplicate ranges may be selected at the discretion of the Address Coordinator. If the road segment can be accessed from either end, the numbers shall begin where emergency responders are most likely to enter the road.

#### C. Numbers Assigned

1. Once the direction and number range of a particular road segment has been determined, the numbering of the addressable structures and properties along the road segment shall be done utilizing an equal-interval methodology of ten addresses per one-hundred feet of road centerline. In locations where the standard interval has not been utilized in the past, the Address Coordinator shall interpolate address assignments within the existing addresses. The numbers shall be assigned from the beginning of the road segment. The numbers shall then be evenly distributed within the established number range.
2. Even numbers shall occur on the south or west side of the road according to the general direction of the road and in the direction of increasing range. Odd numbers shall occur on the opposite sides.
3. All addressable structures and properties shall be addressed on the named road which a structure's or properties numbered primary driveway intersects. The specific number shall be determined by the point at which the driveway meets the named road.
4. The number sequence for addressable structures or properties on opposite sides of a road should conform to each other as nearly as possible.

5. Half numbers shall not be used. Unit numbers or alphabetical suffixes are acceptable when a secondary address designation is necessary. In the event unit numbers or alphabetical suffixes are needed, all addresses using the primary number shall carry a unit number or alphabetical suffix.
6. Reverse frontage (thru) lots shall be numbered along the local road which provides primary access to the lot.
7. Corner lots shall be numbered on the road which provides access. Where the driveway for a corner lot intersects more than one street or the property contains a commercial, retail, or industrial land use, the Address Coordinator shall make the final determination as to which road to base the number, with consideration to such factors as the driveway's length, orientation of the structure and other relevant factors.
8. When two (2) addressable structures share an access, they shall be numbered consecutively with adequate consideration given to possible future development between the structures.

D. Mobile Home Developments

Within mobile home parks road naming and signing shall apply accordingly. Each mobile home lot shall be numbered in accordance with this Resolution. The mobile home park owner shall be responsible for posting lot numbers in a manner acceptable to the Address Coordinator in accordance with Article V of this Resolution.

E. Condominiums, Apartments, and Other Multi-dwelling Structures

Individual units shall be numbered considering the type of unit, the entrance location, and building design as follows:

1. Units with separate entrances visible and fronting a named road: The number shall be posted for each individual unit at its front entrance.
2. Units in multi-dwelling structures: A number shall be posted for each unit at the entrance. If the unit's entrance is located on an inside foyer or hallway, a building number shall be posted outside the building entrance. Each unit located on such foyer or hallway shall be provided with a numerical suffix as a secondary method of addressing. Specifically, ground floors should use suffixes in the 100's starting at unit 101, the second floor should use the 200's starting at unit 201 and so on to other levels (the basement level should use 000's starting at unit 001). The building number and road name followed by the unit's numerical designation shall form the address (Example: 630 Old Shady Grove Road, Unit 101). Numerical characters shall not be combined (as in 630-101 Old Shady Grove Road). For single level units and single unit structures with entrances not visible or fronting a named road, letters may be acceptable as a secondary method of addressing.

F. Commercial, Office and Industrial Complexes

For commercial, office, and industrial complexes, a numbering choice shall be made by the Address Coordinator from several methods:

1. Assign the number to the main building where all mail is to be received for the complex. Remaining structures or partitions shall be assigned suite numbers or letters.
2. Each principal building in the complex may be provided a separate number. The development name may be included in the address.
3. For shopping center development, a separate number shall be assigned for each unit's main entrance. Consideration should be given when assigning numbers to provide flexibility for adding stores and re-division of spaces. In the event a space is re-divided and no numbers remain

available, alphabetical or numerical unit designations shall be used.

Interior mall shopping centers should have one number assigned for the entire mall. Individual stores should not be assigned numbers except that secondary addressing may be provided. A separate property number may be assigned for the mall business office.

4. Where deemed appropriate by the Address Coordinator, a multiple-story building may be assigned one address number at its main entrance. Individual units may be provided with secondary addressing based on floor numbering together with unit appellation such as "suite" or "room". The first floor shall be assigned numbers beginning with 100 and numbers on each successive floor should increase to the next highest 100.

## **Article V. DISPLAY OF ADDRESS NUMBERS**

### ***Section 5.01 General Guidelines for Display of Address Numbers***

- A. The address numbers shall be displayed as required by this Resolution prior to the commencement of construction and on the new structure prior to the first use or occupancy. The owner of each dwelling unit or business structure shall pay the cost of the fabrication and placement of each set of numbers required to identify such structure.
- B. Address numbers shall be displayed at the primary access entrance on a post, fence or other suitable location and kept visible at all times as seen from the driver's line of sight when viewed at the intersection of the named road and the primary driveway access. If the structure is fifty (50) feet or less from the road and the entrance door of the structure is clearly visible from the road, numbers need only be displayed on, above, or at the side of the main entrance door in a manner that is clearly visible from the road

upon which it is numbered. Addresses shall also be placed at any location where access diverges when the termination of the access is not apparent from the point of divergence.

- C. The address number shall be displayed as numerals and shall not be spelled out.
- D. For residential structures, the numerals displayed shall be at least four (4) inches in height on a contrasting background (dark figures over a light background or light figures over a dark background). For commercial, office, retail, and multi-building complexes, the numerals displayed shall be at least six (6) inches in height on a contrasting background.
- E. On corner lots, the number shall only be displayed to face the street upon which the property is numbered.
- F. Any numbers previously displayed which could be confused with or mistaken for the assigned address number shall be removed from all posted locations.
- G. Any address number associated with an incorrect physical address shall be removed and replaced with the correct number by the property owner within 30 days of notification of the correct address by the Address Coordinator. The property owner shall be responsible to purchase, install, and maintain the correct structure address numbers.
- H. Numbers shall be properly maintained by the property owner to ensure they are clearly discernible from the roadway upon which the property is numbered.

***Section 5.02 Display of Address Numbers for Multi-unit  
Buildings and Multi-Building Complexes***

- A. If a building is divided into multiple units with separate entrances, and each unit has been assigned an individual number, then each unit number shall be displayed on or next to the main doorway.
- B. The address range of all individual unit numbers within a multi-unit building shall be displayed in a manner that is clearly visible from the road upon which the units are numbered. If more than one building shares an access, then the address range shall also be displayed on each building.

***Section 5.03 Additional Signage Required When Necessary***

The Address Coordinator may also require numbers or address ranges to be posted in additional locations as deemed necessary to the purpose of Resolution.

**Article VI. ADMINISTRATION**

***Section 6.01 Agencies to Be Notified of Numbers Assigned***

The Address Coordinator shall notify the following agencies and departments of all approved road names and assigned numbers within five (5) days of assignment:

- Flathead County Department of Environmental Health
- Flathead County Plat Room
- Flathead County 911 Data Administration
- United States Postal Service Local Post Office
- Flathead Electric Cooperative

The Address Coordinator shall also notify any other governmental agencies or departments and utility requesting notification. All notifications are for information exchange only and the property owner or tenant is responsible for ensuring that their site address and mailing address is up-to-date with all parties.

## ***Section 6.02 Compliance and Enforcement***

Compliance with the procedures and standards set forth in this Resolution shall be mandatory.

## ***Section 6.03 Effective Date***

This Resolution shall be effective upon adoption. The Resolution may be amended by Resolution of the Board of County Commissioners.

ADOPTED this \_\_\_\_\_ day of September, 2007.

BOARD OF COUNTY  
COMMISSIONERS  
Flathead County, Montana

By:

\_\_\_\_\_  
Gary D. Hall, Chairman

By:

\_\_\_\_\_  
Joseph D. Brenneman, Member

By:

\_\_\_\_\_  
Dale Lauman, Member

ATTEST:  
Paula Robinson, Clerk & Recorder

By: \_\_\_\_\_  
Deputy